Directions for the Use of the
Form 3 MBE Payments/Subcontractor Utilization Database
July 1, 2014 to June 30, 2015

For Fiscal Year 2015, the Governor's Office of Minority Affairs (GOMA) is again using the modified Form 3 MBE payments database that includes a more comprehensive accounting of MBE payment and subcontractor utilization activity.

Form 3 will continue to track direct payments to MBE prime contractors, the same way it has since the database was first utilized for the FY 2005 MBE report. It will also continue to track prime contractors' progress towards meeting MBE subcontracting commitments on a contract-by-contract basis.

This database broadens the focus to include MBE goal compliance in addition to aggregate FY MBE payment data and will enable management at all levels to assess the effectiveness of the MBE program from the perspective of contract compliance.

The data fields from FY 2014 remain the same.

Added a drop down table of MDOT certified vendors to the "Name of Primary Contractor" and "Subcontractor Name" fields. The dropdown list displays the Name, Classification & MDOT Cert# from the MDOT Contractor Directory Table. You can type in the box, it will attempt to auto-complete or you can use the dropdown to select a contractor. Once you have selected an MBE contractor, the MBE Classification and MDOT Cert #'s (If available) will be filled in automatically into the corresponding fields.

For dually certified MBE firms, confirm the classification selection.

If you don't see the contractor you are looking for, then you can manually add a contractor that is NOT in the list, type in the Contractor name and the form will ask if you want to add the contractor. If you select "Yes" it will open up the Contractor directory form to add the info.

Note that you will not be able to complete/save a record unless all required fields have been populated correctly.

IMPORTANT NOTE
For agencies that transfer data into the ACCESS Database, please contact David Meyer at DOIT (410) 260-7612 for further details on the underlying table changes that were made or for technical assistance.

2015 Instructions:

This year will be the 11th year that the Form 3 payments database has been in use. The narrative instructions for the use of the Form 3 MBE Payments/Subcontractor Utilization Database are as follows:

NOTE: You must include in the database <mark>all open contracts that have MBE subcontracting goals</mark>, regardless of whether the prime contractor made any payments to MBE subcontractors in FY 2015. An open contract is defined as a contract that has an expiration date on or after July 1, 2014. This applies to expiration dates for contract option periods and any contract modifications that extended the contract term beyond the original expiration date into FY 2015.

CRITICAL STEP; DON'T PROCEED UNTIL YOU HAVE COMPLETED THIS! Before beginning the data entry, save the *"GOMA_MBE_Form_3_2015"* file to the computer hard drive and keep a backup copy. Make sure that the computer has Microsoft Access installed on the system. Otherwise, the application will not load. Click the *"GOMA_MBE_Form_3rev7-15-14"* link from [GOMA's website](), and select "Save" on the file download window.

The main menu screen has six (6) options as follows:

- **Add Prime/Subcontract Information** –Most of the information needed to populate the data entry screen is contained in the procuring unit's official procurement files and accounting records.

- **Edit Prime/Subcontract Information** – This function allows the user to add or change information after the record has been saved.

- **View/Print Reports** – This function allows the user to view the four (4) reports that are automatically generated. A discussion of these reports will follow. **At the end of the data entry process, the user should generate and save one (1) PDF or Word file of the MBE Subcontractor Utilization Summary as part of the data portion of the GOMA 2015 MBE report submission.**

- **Export Reports to Microsoft Word** – This function will generate text files that can be saved in "Rich Text Format" (.rtf) that can be read by Microsoft Word (.doc). **At the end of the data entry process, the user should generate and save two (2) Word files as part of the data portion of the GOMA 2015 MBE report submission.**

- **Export Reports to Microsoft Excel** – This function will generate data files that can be saved using an Excel spreadsheet (.xls or .xlsx) program. **At the end of the data entry process, the user should generate and save three (3) Excel files as part of the data portion of the GOMA 2015 MBE report submission.**

- **Exit Application** – This allows the user to exit the database application.

Add Prime/Subcontract Information

When the user clicks the button next to this option on the main menu, the main data entry screen will appear. This screen creates records containing fields meant to capture prime contractor and subcontractor information. The data elements to be entered for each record are explained below.

For contracts with MBE subcontracting goals, all fields are mandatory. For contracts where only MBE prime payments are being reported (there are no MBE subcontracting goals) only the noted fields are mandatory.

- **Name of Prime Contractor** – Enter the name of the prime contractor. (Mandatory field for all records.) If the Prime Contractor is an MBE, use the drop-down menu to make your selection. If the Prime Contractor is not an MBE, manually enter in only the Name and choose "Non-minority" from the classification drop-down menu. ****NEW, 2nd year in use****

   The following fields are on the Contractor Directory Form if you manually add in a contractor.
   1. NAME – Use company's legal name
   2. COUNTY – for out of state firms, select "OTHER STATE"
   3. STATE – use two digit (MD)
   4. MBE TYPE – select appropriate type
   5. FEIN – not a required field, but input it if you have it readily available
   6. MD CERT# - (if applicable) use standard 5 digit format (XX-XXX)
   7. CERT DATE – (if applicable) use calendar icon

   Once saved the contractor will be available for use in all subsequent entries.

- **Contractor EFIN/SSN** – Enter the prime contractor's 9-digit Employer Federal Identification Number (EFIN), or Social Security Number (SSN) for contractors who are Sole Proprietors and do not have a EFIN. (No longer a mandatory field for all records.)

- **Prime Contractor Classification** – Select the appropriate MBE/Non-Minority classification from the drop-down list. (Mandatory field for all records.) The choices are as follows:

   - African American
   - Asian American
   - Hispanic American
   - Native American
   - Woman
   - African American Woman
   - Asian Woman
   - Hispanic Woman
   - Native American Woman
   - Disabled
   - Non-Profit (Certified)
   - Community Service Provider (Certified)
   - Disadvantaged
   - Non-Minority

   It is important that the correct classification is selected and clicked (highlighted) so that the database can generate accurate prime contractor data/reports. If a prime contractor is not a MBE as defined, simply select and click (highlight) the "Non-Minority" designation.

For dually certified MBE firms, confirm the classification selection.

- **Mdot Certification Number** – If the prime contractor is a certified MBE, (enter the MDOT-issued certification number (format 00-000)). (Mandatory field where applicable.)

- **Contract/ID Number** – Enter the contract number assigned to the contract by the procuring unit. If a FMIS Blanket Purchase Order (BPO) or Purchase Order (PO) exists, the BPO/PO number should be entered. Otherwise, use the internal agency ID#. For contracts containing MBE goals where there are multiple contractors under a single BPO/contract number, please ensure that each contractor is assigned a unique contract number in the database. This can easily be accomplished

by adding a letter to the end of the numerical contract ID, e.g., 00398A, 00398B, 00398C, etc. Reports generated by the database use the contract number as the unique identifier. (Mandatory field for all records.)

- **Prime Contractor Payments CTD (contract-to-date)** – Enter the total payments made to the prime contractor from the beginning of the contract through 6/30/15, i.e., Contract-To-Date.

- **Prime Contractor Payments FY** – Enter the total payments made to the prime contractor from 7/1/14 through 6/30/15, i.e., during the Fiscal Year. (Mandatory field for all records.)

- **Contract Expiration Date** – Enter the date the current contract period expires. If the contract is currently in an option period or under a modification to extend, enter the date the current option period or modification expires. If the contract expired sometime during FY 2015, enter the FY 2015 expiration date. (Mandatory field for all records.)

- **Prime Contract Start Date** – Enter the date the base or original contract began. (Mandatory field for all records.)

- **Prime Contractor Awards CTD (contract-to-date)** – Enter the total prime contract award amount agreed to from the beginning of the contract through the end of FY 2015. If the contract is in an option period, include the total award amount for the base contract period, plus the total award amount of all prior option periods up to and including the current option period. For firm fixed price contracts, these amounts can usually be found in the executed contract document. For indefinite quantity contracts, this amount represents the procuring unit's estimated purchasing volume. All modifications that added or subtracted dollars from the original award amount should be calculated into the CTD award amount.

- **MBE Goal %** - Enter the percentage of the MBE commitment agreed to by the prime contractor at the time of contract award. **The MBE goal never changes after contract award except in very limited circumstances requiring detailed justification and documentation.** If ANY changes (increase or decrease) to the MBE goal/commitment % were made by written agreement between the agency and the prime contractor during the contract term, those changes should be noted in a written supplement to the Form 3 MBE Subcontractor Utilization Summary Report and must include a copy of the written modification documenting the change.

- **Project Title (optional)** – Enter the title or a brief description of the contract.

Once all of the Prime Contract information has been entered, the cursor will go to the **MBE Subcontract Information** box. Enter information on all subcontractors associated with each contract. The input rows expand to accommodate an unlimited number of subcontractors. Please enter the following data for each subcontractor:

- **Subcontractor Name** – Select the name of the subcontractor from the drop down menu or manually enter the name if it is not included in the drop-down menu.

- **MDOT Certification Number** – Enter the MDOT-issued certification number (format ##-###). This number can be obtained from the MDOT certification database or FMIS.

- **MBE Classification** – This can be obtained from the MDOT certification database or from FMIS. Enter the appropriate MBE classification using the drop-down list. The choices are as follows:

  - African American
  - Asian American
  - Hispanic American
  - Native American
  - Woman
  - African American Woman

o Asian Woman	o Non-Profit (Certified)
o Hispanic Woman	o Community Service Provider
o Native American Woman	(Certified)
o Disabled	o Disadvantaged

It is important that the correct classification is selected and clicked (highlighted) so that the database can generate accurate MBE subcontractor data/reports.

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For dually certified MBE firms, confirm the classification selection.

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- **Subcontract Award Amount** – Enter the total dollar amount the MBE subcontractor is/was projected to receive from the prime contractor, including amounts associated with already-exercised options and any other contract modifications. Do not include amounts for options not yet exercised. Award amounts for originally named MBEs can be found on the MBE Participation Schedule submitted by the prime contractor with the original bid/proposal and before contract commencement. Award amounts for MBEs added after contract commencement can be obtained/calculated from information contained in the contract modification document and/or the revised MBE Participation Schedule.

- **Actual Payments FY** – Enter the total actual verified payments made by the prime contractor during the FY to each MBE subcontractor for services rendered or products sold. <u>**DO NOT include payments in this field that have not been verified in writing by the subcontractor**</u>. **YOU MUST enter all subcontractor payments even if the Prime Contractor is an MBE.**

- **Actual Payments CTD (contract-to-date)** – Enter the total actual verified payments made by the prime contractor to the MBE subcontractor during the entire contract term, including option periods, for services rendered or products sold. As stated above, all MBE subcontractor payments must be verified in writing by the MBE subcontractor before including them in the Form 3 database.

Subcontracting Under MBE Prime Contracts

<u>PLEASE READ</u>: The database was re-programmed in 2009 to eliminate the possibility of double counting payments to MBE subcontractors in cases where the prime contractor is a MBE. Therefore, whether the prime contractor is a MBE or non-MBE, if there are subcontract payments to MBEs, you should **enter both the total payments to the prime contractor AND the associated payments to any/all MBE subcontractors**.

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For example, if an African American prime contractor has made payments to one or more MBE subcontractors, in the past, you would have only reported the total payments to the MBE prime contractor. To avoid double-counting, you were instructed not to enter MBE subcontract payments. **Beginning with the 2009 modified payments/subcontractor utilization database, you will report both prime and subcontractor payments for those contracts where the prime contractor is a MBE.**

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NOTES:

    (A) MBE subcontractors who were certified at the time of contract award, but have since graduated from the MBE program because they have exceeded the size thresholds for participation **CAN** have their payments counted towards MBE goal achievement.

    (B) MBE subcontractors who failed to complete the mandatory annual re-certification process, resulting in decertification by MDOT **CANNOT** have their payments counted towards goal achievement, beginning from the date of MDOT's decertification. For exact decertification dates, or to verify a MBE's certification status, please contact the MDOT Certification Office at 410-865-1269 or 1-800-544-6056.

Corporate Purchasing Cards

All MBE purchasing card transactions should be entered into the Form 3 database. P-card MBE payments may be entered as an aggregate amount by contractor. For example, if you made 25 purchases from MBE Company Z for a total of $50,000 in FY 2013 using the purchasing card, you may enter one record for MBE Company Z for the total amount. The total payment amount should be entered in the "Prime Contractor Payments FY" field. **DO NOT aggregate P-card payments by MBE classification.**

The MBE P-card totals entered in the Form 3 database should be equal to the sum of what is entered on Form 2 on the line entitled "Corporate Credit Card", plus any MBE P-card purchases made from DGS, DBM, and DoIT statewide contracts. P-card payments representing purchases from DGS, DBM, and DoIT statewide contracts SHOULD NOT be reported by the using agency as an award on Forms 1 and 2, but should only be counted as payments on Form 3.

Direct Vouchers

Enter all reportable, one-time-only MBE direct voucher payments in the same way described above for corporate purchasing cards. **DO NOT aggregate direct voucher payments by OVERALL MBE classification.**

When you have completed entering all prime contractor and subcontractor payments, click the "**Save Record**" button at the bottom of the screen. Then click the "**Next Record**" button to enter additional records. When you have completed your data entry, click the "**Exit**" button to return to the main menu.

Edit Prime/Subcontract Information

The "Edit Prime/Subcontractor Information" screen looks the same as the screens noted above. The only difference is this screen will show the first record entered and saved in the database. Using the "Next Record" button, you can go to a record to change data previously entered. Check to make sure that all of your MBE Classifications remain highlighted when editing a record. **Remember to save your changed data** by clicking "Save Record".

Delete a Prime Contractor Record

1) The user will Open the "Edit Prime/Subcontract Information" form from the main menu.

2) Then use the Next and Prior Records at the bottom of the form to find the record they are looking to delete.

3) Once the record that needs deleted has been located, they can click the bar to the very left of the form that has an arrow at the top. It will turn black once selected.

4) The user can then hit the "Delete" button on their keyboard. Access will then prompt the user to Delete the record.

Delete a Subcontractor Record

1) The user will Open the "Edit Prime/Subcontract Information" form from the main menu.

2) Then use the Next and Prior Records at the bottom of the form to find the record containing the subcontractor to delete.

3) Once the record that contains the subcontractor that needs deleted has been located, they can click the bar to the left of the subcontractor in the "MBE Subcontract Information" subform. It will turn black once selected.

4) The user can then hit the "Delete" button on their keyboard. Access will then prompt the user to Delete the record.

View/Print Reports

The application now generates three (3) report options. The user need only select which report to be viewed and printed or exported. The three (3) report options are:

- **View Total Actual Subcontractor Payments by MBE Classification** – This report breaks out all verified MBE subcontractor payments by MBE Classification (with Non-MBE Prime).

- **View Total Actual Prime Payments by Prime Classification** – This report breaks out all payments made to prime contractors by minority/non-minority classification.

- **View MBE Subcontractor Utilization Summary** – This report shows the utilization of MBE subcontractors for each contract with MBE subcontracting goals entered in the database. **Agencies that have contracts with MBE subcontract requirements should export to a Word or PDF file for submission with the other annual report documents to GOMA.**

- **Return to Main Menu** – Takes the user back to the main menu.

> **CAUTION: Carefully review the above 3 options to** double-check your prime and subcontract data by selecting the "View Total Actual Subcontractor Payments by MBE Classification" and "View Total Actual Prime Payments by Prime Classification" reports.

Export Reports to Microsoft Word

The database application is designed to generate two (2) reports in "Rich Text Format". When you click a button on this menu to save and export a report, you will notice that the application uses an "RTF" extension. This file can be read and modified within Microsoft Word or Corel Word Perfect. This menu exports the first three reports that were discussed in the "View/Print Reports" section listed above.

However, when the user clicks one of the export buttons, the application gives the report a default name and waits for the user to click the "**Save**" button. Before saving the file, please do the following:

- Give your file a unique name. For example, one default file name is **"2015 Subcontractor Payments by MBE Classification."** Simply add your agency initials to the default file name. An example would be **"DHMH – 2015 Subcontractor Payments by MBE Classification."** This way, your file will be easy to identify and will not be overwritten by another file.

- Make sure you know where you are about to save the reports. You will need to know the file locations so you can transmit them to GOMA.

- Make sure that Microsoft Word or Corel Word Perfect is installed on your system. When you save the file, the application will open your default word processing program so you can read or print your file.

Where the "File name" is entered, the user should change the name to include the agency initials. For example, DHMH files would be changed to "DHMH 2015-Payment Verification of Minority Contracts.rtf." This should be done for all Word and Excel files that are exported for email transmission to GOMA. When the user exports the Word files, Microsoft Word or Corel Word Perfect will open.

Once the report has been exported into the Word or Corel application, the following information should be entered in the upper left-hand section of the report and the file saved prior to transmission to GOMA:

- **Agency Name** - Enter the name of your agency. An example would be as follows: (**Agency Name**: Department of Human Resources).

- **For Fiscal Year** – Enter the Reporting Fiscal Year (2015). Your entry should look like this: (For Fiscal Year: 2015).

Please remember to save the files before attaching them to an email for transmission to GOMA. These instructions apply to all "RTF" files.

Export Reports to Microsoft Excel

This menu exports three (3) Excel spreadsheet reports: Prime Contract Information, Subcontract Information, as well as the Subcontractor Utilization Summary. Simply rename and save the Excel files in the same manner as described above. These files should also be transmitted to GOMA by email.

Summary of Exported Reports

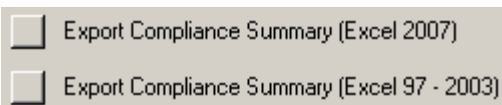For agencies that have contracts containing MBE subcontracting commitments, email the following reports to GOMA:

1) Total Subcontract Payments by MBE Classification (Word format)
2) Total Prime Payments by Classification (Word format)
3) Prime Contract Information (Excel format)
4) Subcontract Information (Excel format)
5) Subcontractor Utilization Summary (Excel Format)
6) Subcontractor Utilization Summary (PDF or Word format from the View/Print Reports menu)

Agencies that have MBE prime contract payments only should indicate such on the Annual Report Checklist and submit the following reports from Form 3:

  ➢ Total Prime Payments by Prime Classification (Word format)
  ➢ Prime Contract Information (Excel format)

***When exporting a report to Excel, please select the Excel export option that corresponds to the version of Microsoft Office installed on your machine. **If you do not select the correct version for exporting to Excel, the database may give you an error message.**

Example: If you are using Microsoft Office 2007 or 2010, you would select the first option marked with (Excel 2007); otherwise you will need to use the option that has (Excel 97 – 2003) to export any of the reports to Excel.

Technical Support Availability

GOMA will continue to provide technical support directly to procuring units who need assistance entering data into the database and generating the Word/Excel files for transmission. Please contact the GOMA Help Desk at (410) 767-8232 during regular business hours and ask for the MBE Annual Report Help Desk.

Shared File Capabilities

This Access file is designed to work in a "**shared file**" environment. If this file resides on a shared drive, anyone who has access to the shared drive can enter data into the database. This feature is helpful when an agency needs data input from several sources at several locations. The only requirement is that Microsoft Access is configured so that the **Tools | Options | Advanced** tab "Default Open Mode" option is marked "**Shared**." Contact your database administrator for assistance regarding this matter.

If You Do Not Have Microsoft Access

Contact the DoIT Help Desk via e-mail with a copy to REPORTS.GOMA@MARYLAND.GOV

Report Submission Requirements

All reports **AND A COPY OF THE COMPLETED FORM3 DATABASE** must be completed and submitted to GOMA on or before **MONDAY, August 17, 2015**.   **Agencies not submitting the Form 3 database, or that submit incomplete exported files will have their submissions returned. The agency/Department head will be notified of the failed submission with a request to have a corrected report submitted within a specified timeframe.** Your six (6) reports (2 Word, 3 Excel, 1 PDF or additional Word file) should be forwarded to GOMA as email attachments. Please email your reports to:

     REPORTS.GOMA@MARYLAND.GOV
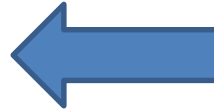
If you have any problems transmitting your reports via e-mail, please contact the GOMA MBE Annual Report Help Desk. If you do not have email capabilities, the files can be copied to a CD and mailed to GOMA at the address listed below.

     Lisa Sanford, MBE Compliance Manager
     Governor's Office of Minority Affairs
     6 Saint Paul Street, Suite 1502
     Baltimore, MD 21202

AGENCY CODES

Agency Code	Agency Name
B75	GENERAL ASSEMBLY OF MARYLAND
C00	JUDICIARY
C80	OFFICE OF THE PUBLIC DEFENDER
C81	OFFICE OF THE ATTORNEY GENERAL
C82	OFFICE OF THE STATE PROSECUTOR
C85	MARYLAND TAX COURT
C90	PUBLIC SERVICE COMMISSION
C91	OFFICE OF THE PEOPLE'S COUNSEL
C94	SUBSEQUENT INJURY FUND
C96	UNINSURED EMPLOYERS' FUND
C98	WORKERS COMPENSATION COMMISSION
D05	BOARD OF PUBLIC WORKS
D06	BOARD OF PUBLIC WORKS - CAPITAL APPROPRIATION
D10	EXECUTIVE DEPARTMENT - GOVERNOR'S OFFICE
D11	OFFICE OF THE DEAF AND HARD OF HEARING
D12	OFFICE FOR INDIVIDUALS WITH DISABILITIES
D13	MARYLAND ENERGY ADMINISTRATION
D14	OFFICE FOR CHILDREN, YOUTH AND FAMILIES
D15	EXECUTIVE DEPT-BOARDS, COMMISSIONS AND OFFICES
D16	SECRETARY OF STATE
D17	HISTORIC ST. MARY'S CITY COMMISSION
D20	OFFICE FOR SMART GROWTH
D25	INTERAGENCY COMMITTEE FOR SCHOOL CONSTRUCTION
D26	DEPARTMENT OF AGING
D27	COMMISSION ON HUMAN RELATIONS
D28	MARYLAND STADIUM AUTHORITY
D30	MARYLAND FOOD CENTER AUTHORITY
D38	STATE BOARD OF ELECTIONS
D39	MARYLAND STATE BOARD OF CONTRACT APPEALS
D40	DEPARTMENT OF PLANNING
D50	MILITARY DEPARTMENT
D50H0106	MARYLAND EMERGENCY MANAGEMENT AGENCY
D53	MD INSTITUTE FOR EMERGENCY MEDICAL SERVICESYSTEMS
D55	DEPARTMENT OF VETERANS AFFAIRS
D60	STATE ARCHIVES
D70	MARYLAND AUTOMOBILE INSURANCE FUND
D78001	MARYLAND HEALTH BENEFIT EXCHANGE

D80	MARYLAND INSURANCE ADMINISTRATION
D86	GOVERNOR'S WORKFORCE INVESTMENT BOARD
D88	FORVM FOR RURAL MARYLAND
D90	CANAL PLACE PRESERVATION AND DEVELOPMENT AUTHORITY
D99	OFFICE OF ADMINISTRATIVE HEARINGS
DEX	EXECUTIVE DEPARTMENT
E00	COMPTROLLER OF MARYLAND
E20	STATE TREASURER'S OFFICE
E50	STATE DEPARTMENT OF ASSESSMENTS AND TAXATION
E75	LOTTERY AGENCY
E80	PROPERTY TAX ASSESSMENT APPEALS BOARDS
E90	REGISTERS OF WILLS
F10	DEPARTMENT OF BUDGET AND MANAGEMENT
F50	DEPARTMENT OF INFORMATION TECHNOLOGY
G20	MARYLAND STATE RETIREMENT AND PENSION SYSTEMS
G50	TEACHERS AND STATE EMPLOYEES SUPP'L RETIREMENT PLN
G99	INJURED WORKERS' INSURANCE FUND
H00	DEPARTMENT OF GENERAL SERVICES
J00	DEPARTMENT OF TRANSPORTATION
J00A01	THE SECRETARY'S OFFICE
J00B01	STATE HIGHWAY ADMINISTRATION
J00D00	MARYLAND PORT ADMINISTRATION
J00E00	MOTOR VEHICLE ADMINISTRATION
J00H00	MARYLAND TRANSIT ADMINISTRATION
J00I00	MARYLAND AVIATION ADMINISTRATION
J00J00	MARYLAND TRANSPORTATION AUTHORITY
K00	DEPARTMENT OF NATURAL RESOURCES
L00	DEPARTMENT OF AGRICULTURE
M00	DEPARTMENT OF HEALTH AND MENTAL HYGIENE
N00	DEPARTMENT OF HUMAN RESOURCES
P00	DEPARTMENT OF LABOR, LICENSING, AND REGULATION
Q00	DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERV
R00	STATE DEPARTMENT OF EDUCATION
R13	MORGAN STATE UNIVERSITY
R14	ST. MARY'S COLLEGE OF MARYLAND
R15	MARYLAND PUBLIC BROADCASTING COMMISSION
R30	UNIVERSITY SYSTEM OF MARYLAND
R30B21	UNIVERSITY OF MARYLAND, BALTIMORE

R30B22	UNIVERSITY OF MARYLAND, COLLEGE PARK
R30B23	BOWIE STATE UNIVERSITY
R30B24	TOWSON UNIVERSITY
R30B25	UNIVERSITY OF MARYLAND, EASTERN SHORE
R30B26	FROSTBURG STATE UNIVERSITY
R30B27	COPPIN STATE UNIVERSITY
R30B28	UNIVERSITY OF BALTIMORE
R30B29	SALISBURY STATE UNIVERSITY
R30B30	UNIVERSITY OF MARYLAND, UNIVERSITY COLLEGE
R30B31	UNIVERSITY OF MARYLAND, BALTIMORE COUNTY
R30B36	UNIVERSITY SYSTEM OF MARYLAND
R55	AID TO UNIVERSITY OF MARYLAND MEDICAL SYSTEM
R60	COLLEGE SAVINGS PLANS OF MARYLAND
R62	MARYLAND HIGHER EDUCATION COMMISSION
R65	HIGHER EDUCATION LABOR RELATIONS BOARD
R75	SUPPORT FOR ST OPERATED INST OF HIGHER EDUCATION
R95	BALTIMORE CITY COMMUNITY COLLEGE
R99	MARYLAND SCHOOL FOR THE DEAF
S00	DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
S50	MARYLAND AFRICAN AMERICAN MUSEUM CORPORATION
T00	DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT
T50	MARYLAND TECHNOLOGY DEVELOPMENT CORPORATION
U00	DEPARTMENT OF THE ENVIRONMENT
U10	MARYLAND ENVIRONMENTAL SERVICES
V00	DEPARTMENT OF JUVENILE SERVICES
W00	DEPARTMENT OF STATE POLICE
WCC	WORKERS' COMPENSATION COMMISSION
X00	PUBLIC DEBT
Y01	STATE RESERVE FUND

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